CHANGE NETWORK



30-Day Checklist

Verify <u>resource coverage plan</u> is set for deployment activities

Read <u>deployment communications</u> and distribute to intended audiences as appropriate

Review the <u>cutoff/as-of dates</u> and prepare to stop data entry in PMIS, CIPPS, BES, TAL, or any relevant agency systems.

Review your agency's impact analysis and communication plan (Tasks #34 and #45) to ensure agency readiness